



UTILITY SUBSTITUTE-DAY OR NIGHT SCHEDULES

DEFINITION:

Under the supervision of an assigned supervisor, performs a variety of custodial, grounds, maintenance, warehouse and security duties as assigned by the position; assists with maintaining the cleanliness, repair, sanitary and secure condition of schools and administrative spaces; serves as an on-call substitute.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs a variety of custodial, grounds, maintenance, warehouse and security duties in support of classroom and administrative operations as assigned.
- Performs and assists in various maintenance related to buildings, grounds, and custodial work including plumbing, painting, carpentry, heating, electrical, masonry, metal work, glazing, tile work, roofing, cleaning, flooring, ventilating systems, welding, grounds and mechanical systems as assigned.
- Assists with opening and securing assigned facilities as needed.
- Assists with sweeping, mopping, waxing and dusting floors and furnishings as assigned.
- Washes and cleans windows, walls, floors, whiteboards and furnishings as assigned.
- Picks up paper and other debris from assigned grounds and areas; empties and cleans trash receptacles.
- Waters plants and cleans planter boxes; performs minor trimming and weeding.
- Rearranges and moves furnishings; lifts, stacks and moves heavy furniture, equipment, and materials; transports and delivers educational supplies as assigned by the position.
- Operates a variety of equipment related to assigned utility activities including vacuums, floor machines, buffers, carpet cleaning equipment and various hand and power tools as assigned; drives a vehicle to conduct work as assigned by the position.
- Operates light to medium weight trucks and equipment to pick up or deliver equipment, furniture, and other supplies as assigned by the position.
- Provides assistance in the areas of warehouse, security, pool maintenance and stadium work as directed.
- Prepare and maintain basic records of work performed as assigned.
- Communicates with employees and departments to exchange information and coordinate activities.

QUALIFICATIONS GUIDE

Knowledge of:

- Basic methods, materials and procedures used in custodial, grounds, maintenance and warehouse work.
- Safe and efficient procedures for truck loading and delivery.
- Health department and safety regulation policies related to commercial pools.
- Safe driving techniques.
- Basic methods of warehouse operations, security practices and stadium operations.
- Proper methods of storing equipment, materials and supplies.
- Oral and written communication skills.
- Basic record-keeping techniques.
- Applicable laws, codes, rules and regulations.
- Health and safety regulations related to assigned duties.

Ability to:

- Performs a variety of custodial, grounds, maintenance, warehouse duties.
- Properly select, mix and apply cleaning agents according to established procedures.
- Drive and operate a variety of vehicles and equipment used in maintenance trades.
- Establish and maintain cooperative and effective working relationships with others.
- Operate hand and power tools and other equipment used in assigned maintenance activities.
- Understand and follow oral and written instructions.
- Learn, interpret, apply and explain applicable laws, codes, rules and regulations.
- Communicate effectively both orally and in writing.
- Understand and carry out oral and written instructions.
- Work independently with little direction.
- Observe health and safety regulations.
- Meet schedules and timelines.
- Maintain routine records related to work performed.
- Work a flexible schedule and on-call.

EDUCATION/EXPERIENCE:

Any combination equivalent to: Work experience to demonstrate the knowledge and abilities listed above or one year work experience in a trade with sufficient training preferred.

LICENSES AND OTHER REQUIREMENTS:

- Some incumbents may be required to possess a valid California Class C driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a variety of equipment.
- Bending at the waist, kneeling, stooping or crouching.
- Walking or standing for extended periods of time.
- Reaching overhead, above the shoulders and horizontally.
- Hearing and speaking to exchange information.
- Climbing ladders and working from heights.
- Seeing to perform assigned grounds and aquatic duties.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.

WORK ENVIRONMENT:

Indoor and outdoor work environment. Seasonal heat and cold or adverse weather conditions. Moderate exposure to fumes, dust, odors, oil/grease and gases. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Working around and with machinery having moving parts.
- Working on ladders.
- Exposure to chemicals used in grounds and aquatic duties.
- Working in a cramped or restrictive work chamber.

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